

## DISCIPLINARY ACTION FORM

NAME \_\_OFFICE/DEPARTMENT: \_\_\_\_\_

POSITION \_\_\_\_\_ DATE:

The following disciplinary action was taken:

\_\_\_\_\_ verbal warning      \_\_\_\_\_ suspension for \_\_\_\_ days      \_\_\_\_\_ discharge

\_\_\_\_\_ written warning      \_\_\_\_\_ probation for \_\_\_\_ days

REASON FOR DISCIPLINARY ACTION:

PRIOR ACTION TAKEN:

WHAT MUST EMPLOYEE DO TO CORRECT PROBLEM:

IF PROBLEM IS NOT CORRECTED, THE FOLLOWING ACTION WILL OCCUR:

My signature indicates that the above disciplinary action was discussed with me:

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employers signature

\_\_\_\_\_  
Date

Place original in file